

Step 1. You will receive an invitation email with a temporary password. Click on the “Login to ProjectDox” link.

Some important features may not work in this version of your browser, so you have been redirected to the Basic HTML version. Upgrade to a [modern browser](#), such as [Google Chrome](#).

Gmail by Google

Compose Mail

« Back to Inbox Archive Report Spam Delete

More Actions... Go

« Newer 2 of 62 Older »

Print New window

ProjectDox Invitation for New Applicant Test [Inbox](#)

☆ eplans@ci.burbank.ca.us <eplans@ci.burbank.ca.us> Wed, Jan 25, 2012 at 3:47 PM

To: @gmail.com

[Reply](#) | [Reply to all](#) | [Forward](#) | [Print](#) | [Delete](#) | [Show original](#)

ProjectDox

Invitation

Hello First Last:

You have been added to the ProjectDox database and as a new member to the project listed below.

Login:	
Temporary Password:	3CA6CF4
Project:	New Applicant Test
Group:	Applicant
Invited by:	Mario Osuna
Project Owner:	Mario Osuna
Owner's Email:	mosuna@ci.burbank.ca.us
Login to ProjectDox	

Temporary password

click

Contact the Project Owner or a Project Administrator if you have questions regarding this email. do not reply to this email.

Quick Reply

To: eplans@ci.burbank.ca.us More Reply Options

Step 2: You will get a pop-window taking you to the ProjectDox login page. Before attempting to log on, click on the “Install ProjectDox Components” link and complete the installation procedure.

ProjectDox Login

CITY OF BURBANK

Enter your e-mail address and password to continue.

IMPORTANT - PLEASE READ CAREFULLY THE TERMS OF USE BELOW. BY USING YOUR E-MAIL ADDRESS AND PASSWORD TO ACCESS PROJECTDOX INFORMATION EXCHANGE SITE, YOU INDICATE YOUR ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS AGREEMENT.

These Project Information Exchange Terms of Use ("Agreement") constitutes a legal and binding agreement between the City of Burbank ("City") and the person or legal entity ("User") who has requested access to CityDs Project Information Exchange ProjectDox Site ("Site") to facilitate certain aspects of City's permitting and regulatory process for a specific project ("Project").

E-mail:

Password:

[Login](#) [Forgot your password?](#)

Click link and complete intall procedure

[Install ProjectDox Components](#)

To create a desktop shortcut, click and drag the icon below to your desktop.

[Click here](#) to add ProjectDox to your Favorites.

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Step 3. Input your email address and the temporary password that was emailed to you, then click “Login” button.

CITY OF BURBANK

Enter your e-mail address and password to continue.

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E-mail:

Password:

[Login](#) [Forgot your password?](#)

ProjectDox

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[Install ProjectDox Components](#)

input email, temporary password, click login button

Step 4. Chose a new password and a password-recovery question and answer. Input personal details, then click on “save” button.

The screenshot shows the ProjectDox City of Burbank profile page in a Windows Internet Explorer browser. The page title is "ProjectDox CITY OF BURBANK". The user is logged in as "First Last" with email "@gmail.com". The page has a navigation bar with links: Back, Forward, Projects, Profile, and Logout. The main content area is titled "Welcome to ProjectDox." and contains a message about changing the password to a permanent one and setting a security question. Below this, there are two sections: "Change Password:" and "Password Reset Question & Answer:". The "Change Password:" section has fields for "New password:" and "Confirm new password:". The "Password Reset Question & Answer:" section has fields for "Security question:" and "Security answer:". A red oval highlights these two sections, with a red arrow pointing to them from the text "input new password and security info". Below these sections is the "Profile Information" section, which has tabs for "Contact Information", "User Metadata", "Project Membership", and "Group Membership". The "Contact Information" tab is selected. It contains a "Save" button, which is circled in red. A red arrow points to this button from the text "click when complete". Below the "Save" button is a form with various fields: "First Name:" (with "First" entered), "Last Name:" (with "Last" entered), "Email:" (with "@gmail.com" entered), "Title:", "Company:", "Address 1:", "Address 2:", "City:", "State/Province:" (a dropdown menu), "Postal Code:", "Country:", "Phone:", "Fax:", "Mobile:", "Pager:", "Stamps:", and "Language:" (with "en" selected). A red arrow points to the form fields from the text "fill out".

ProjectDox CITY OF BURBANK

Settings for First Last (@gmail.com)

Welcome to ProjectDox.

Since you currently have a temporary password, you must change it to a permanent password and (if you have not done so) enter a security question and answer. Something that only you know, and will enable you to reset your password if you ever forget what it is.

After you have changed your password, you will be able to view your profile.

Change Password:

New password: * [text box]

Confirm new password: * [text box]

Password Reset Question & Answer:

Security question: * [text box]

Security answer: * [text box]

Profile Information

Contact Information User Metadata Project Membership Group Membership

* Required field

First Name: * First Last Name: * Last

Email: * @gmail.com [checkbox] HTML format [info icon]

Title: [text box]

Company: [text box]

Address 1: [text box]

Address 2: [text box]

City: [text box]

State/Province: [dropdown] Postal Code: [text box]

Country: [text box]

Phone: [text box] Fax: [text box]

Mobile: [text box] Pager: [text box]

Stamps: [text box] [Browse...] [info icon]

Language: * en [dropdown]

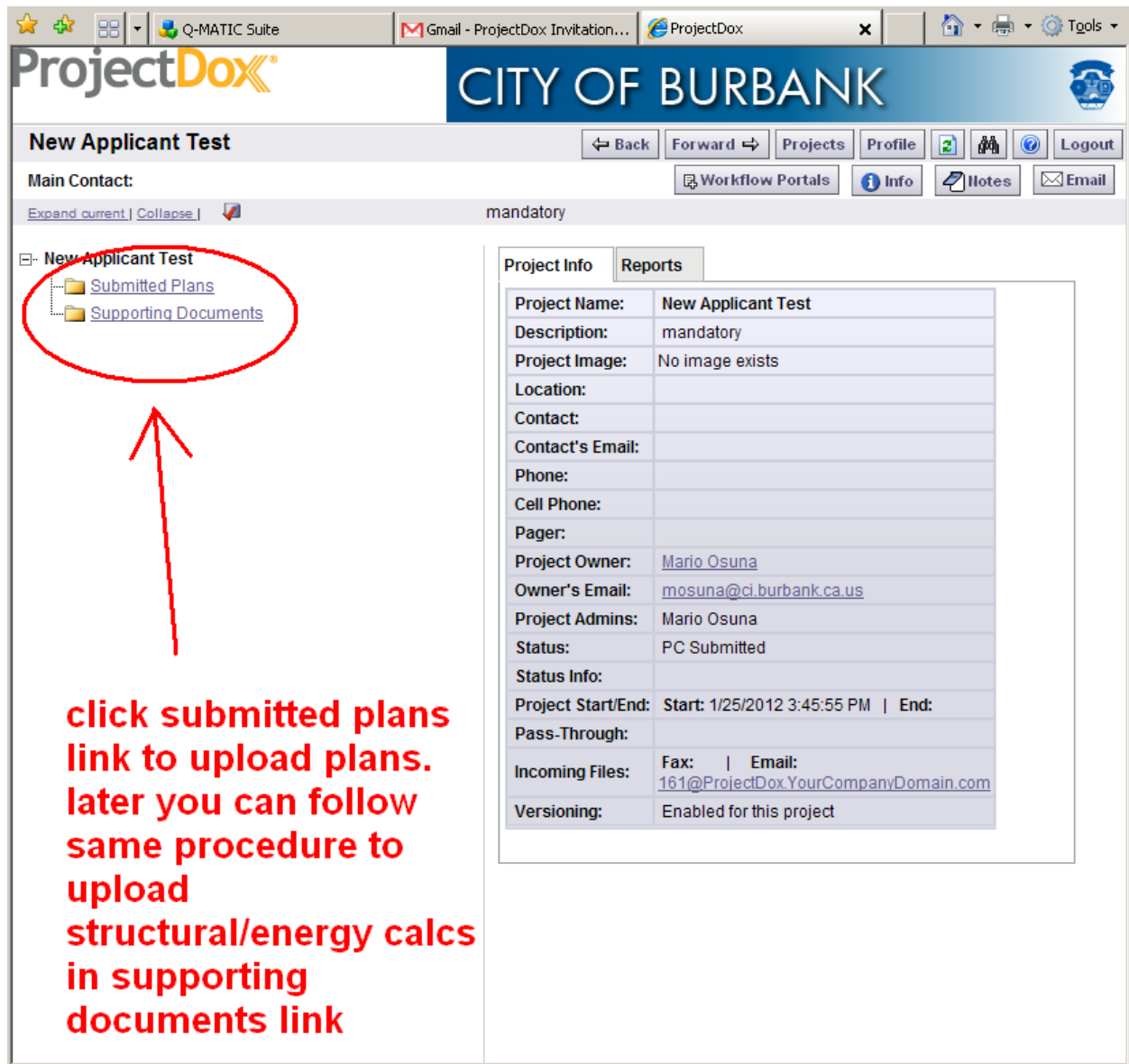
Save

Step 5. Click on your project's link. Your project's name will usually be the address of the project location followed by the permit number.

The screenshot shows a web browser window with the ProjectDox City of Burbank interface. The browser's address bar shows 'ProjectDox'. The page header includes the ProjectDox logo and 'CITY OF BURBANK'. Below the header is a navigation bar with links: Back, Forward, Projects, Profile, and Logout. A 'Task List (PD Flow)' button is also visible. The main content area displays a table of projects. The first project, 'New Applicant Test', is highlighted with a red circle. A red arrow points to this link with the text 'click on your project link'. The table has columns for Project, Options, Description, Owner, and Status. The project 'New Applicant Test' has a description of 'mandatory', owner 'Mario Osuna', and status 'PC Submitted'. The footer shows 'Page 1 of 1 (1 items)'.

Project	Options	Description	Owner	Status
New Applicant Test	i 📄 ✉	mandatory	Mario Osuna	PC Submitted

Step 6. To upload plans files, click on the “Submitted Plans” link. To upload structural calculations, energy calculations, school board receipts, or proof of Health Department approval, click on “Supporting Documents” link. Both processes will be identical, we will continue the process for plan submittal.



click submitted plans link to upload plans. later you can follow same procedure to upload structural/energy calcs in supporting documents link

Project Info	
Project Name:	New Applicant Test
Description:	mandatory
Project Image:	No image exists
Location:	
Contact:	
Contact's Email:	
Phone:	
Cell Phone:	
Pager:	
Project Owner:	Mario Osuna
Owner's Email:	mosuna@ci.burbank.ca.us
Project Admins:	Mario Osuna
Status:	PC Submitted
Status Info:	
Project Start/End:	Start: 1/25/2012 3:45:55 PM End:
Pass-Through:	
Incoming Files:	Fax: Email: 161@ProjectDox.YourCompanyDomain.com
Versioning:	Enabled for this project

Step 7. Click on “Upload Files” button.

The screenshot shows the ProjectDox interface for the City of Burbank. The main header includes the ProjectDox logo and the City of Burbank name. Below the header, there's a navigation bar with buttons like Back, Forward, Projects, Profile, Logout, Workflow Portals, Info, Notes, and Email. The main content area is titled 'New Applicant Test' and shows a folder named 'Submitted Plans' with a 'mandatory' status. A message states 'No files currently exist in Submitted Plans.' and provides instructions on how to upload files. The 'Upload Files' button is circled in red, and a red arrow points to it with the text 'click on upload files'.

ProjectDox CITY OF BURBANK

New Applicant Test [Back] [Forward] [Projects] [Profile] [Logout]

Main Contact: [Workflow Portals] [Info] [Notes] [Email]

Folder: [New Applicant Test\Submitted Plans](#) mandatory

No files currently exist in **Submitted Plans**.

To upload files into this folder
(1) Click the Upload button below
(2) Follow the instructions in the ActiveX pop-up window

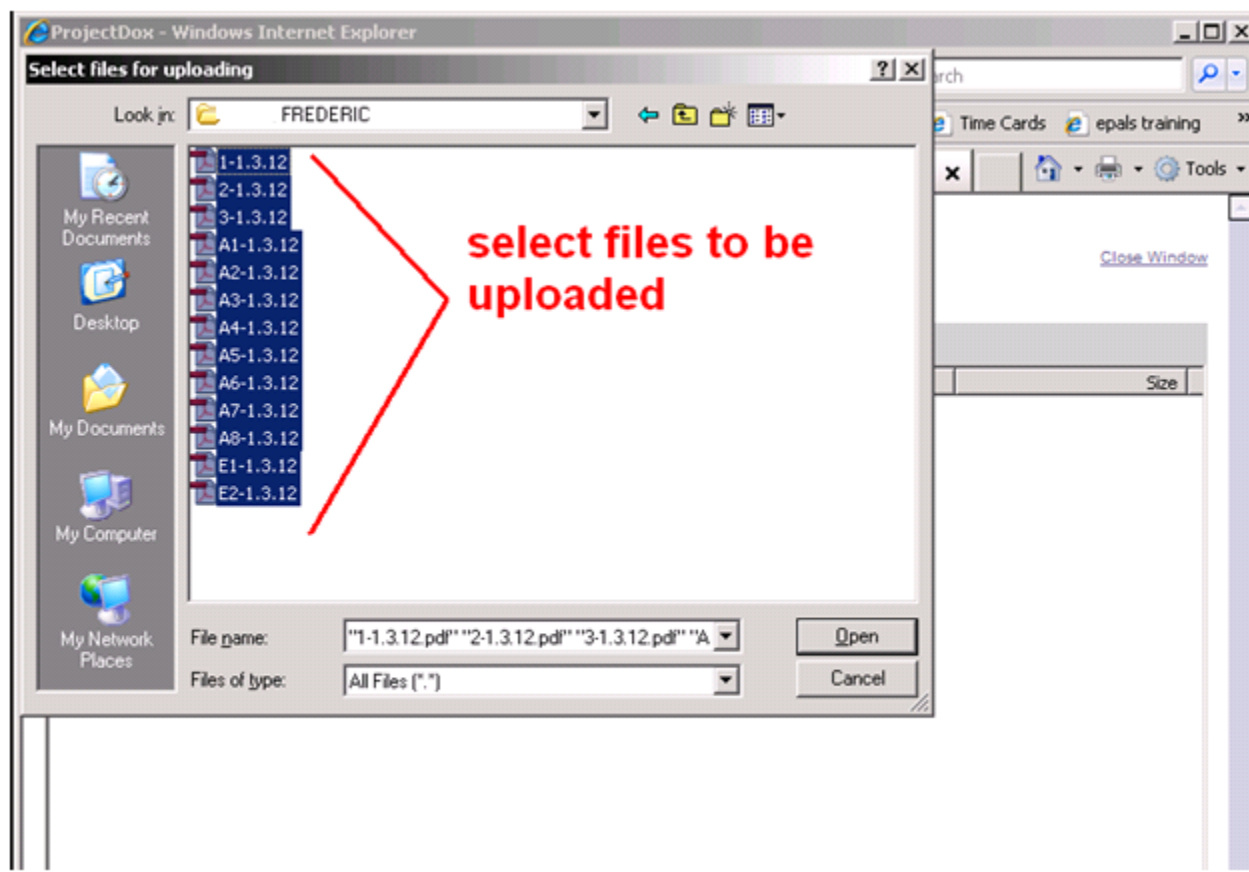
Large files may take a few minutes to be processed. Click the Refresh button at the top of the page to refresh your file list view.

[View Folders] [Upload Files]

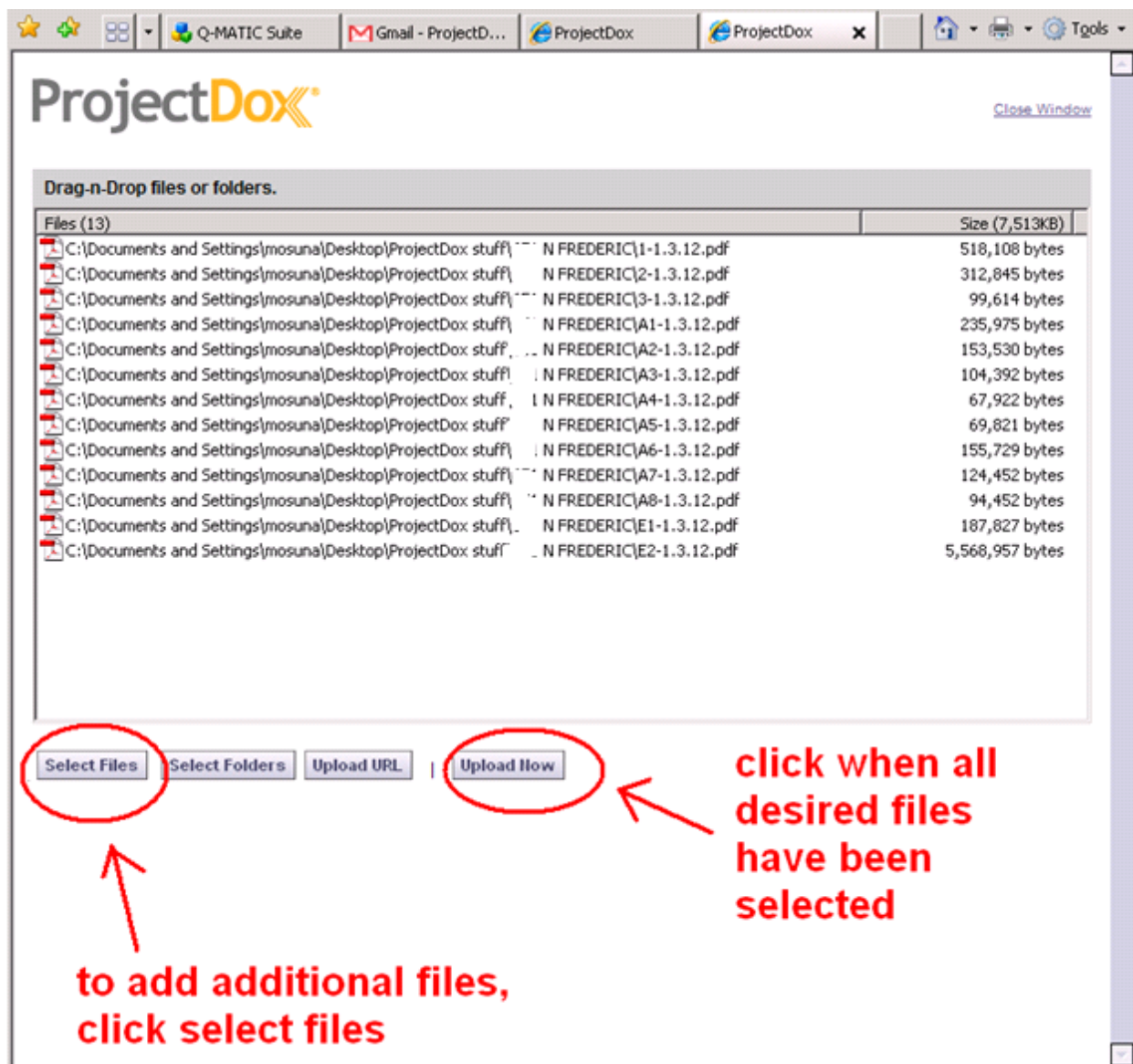
click on upload files

Project Info	Reports
Project Name:	New Applicant Test
Description:	mandatory
Project Image:	No image exists
Location:	
Contact:	
Contact's Email:	
Phone:	
Cell Phone:	
Pager:	
Project Owner:	Mario Osuna
Owner's Email:	mosuna@ci.burbank.ca.us
Project Admins:	Mario Osuna
Status:	PC Submitted
Status Info:	
Project Start/End:	Start: 1/25/2012 3:45:55 PM End:
Pass-Through:	
Incoming Files:	Fax: Email: 161@ProjectDox.YourCompanyDomain.com
Versioning:	Enabled for this project

Step 8. You will get a pop-up window where you will select the files from your computer that you would like to upload. Select the files, you can select multiple files at once. Click on “Open” button.



Step 9. You will get a pop-up window displaying all the files you have queued to be uploaded. If you would like to add more files to the list, click on the “Select Files” button. Once you have selected all the files you wish to upload, click on the “Upload Now” button.



Step 10. You will get a pop-up window with a list of drawings that were successfully uploaded. Click on the “Close” button.



Step 11. The pop-up window will close and your project page will be updated showing thumbnails of the files you have uploaded. You are done with the first step. You will wait for an email from eplans confirming that the first plan review is complete, our estimate is about 2 weeks for the first round of plan review.

ProjectDox CITY OF BURBANK

New Applicant Test [Back] [Forward] [Projects] [Profile] [Logout]

Main Contact: [Workflow Portals] [Info] [Notes] [Email]

Folder: [New Applicant Test\Submitted Plans](#) (13 Files - 13 mandatory)

View Folders Upload Files

Current Sort: - Select -

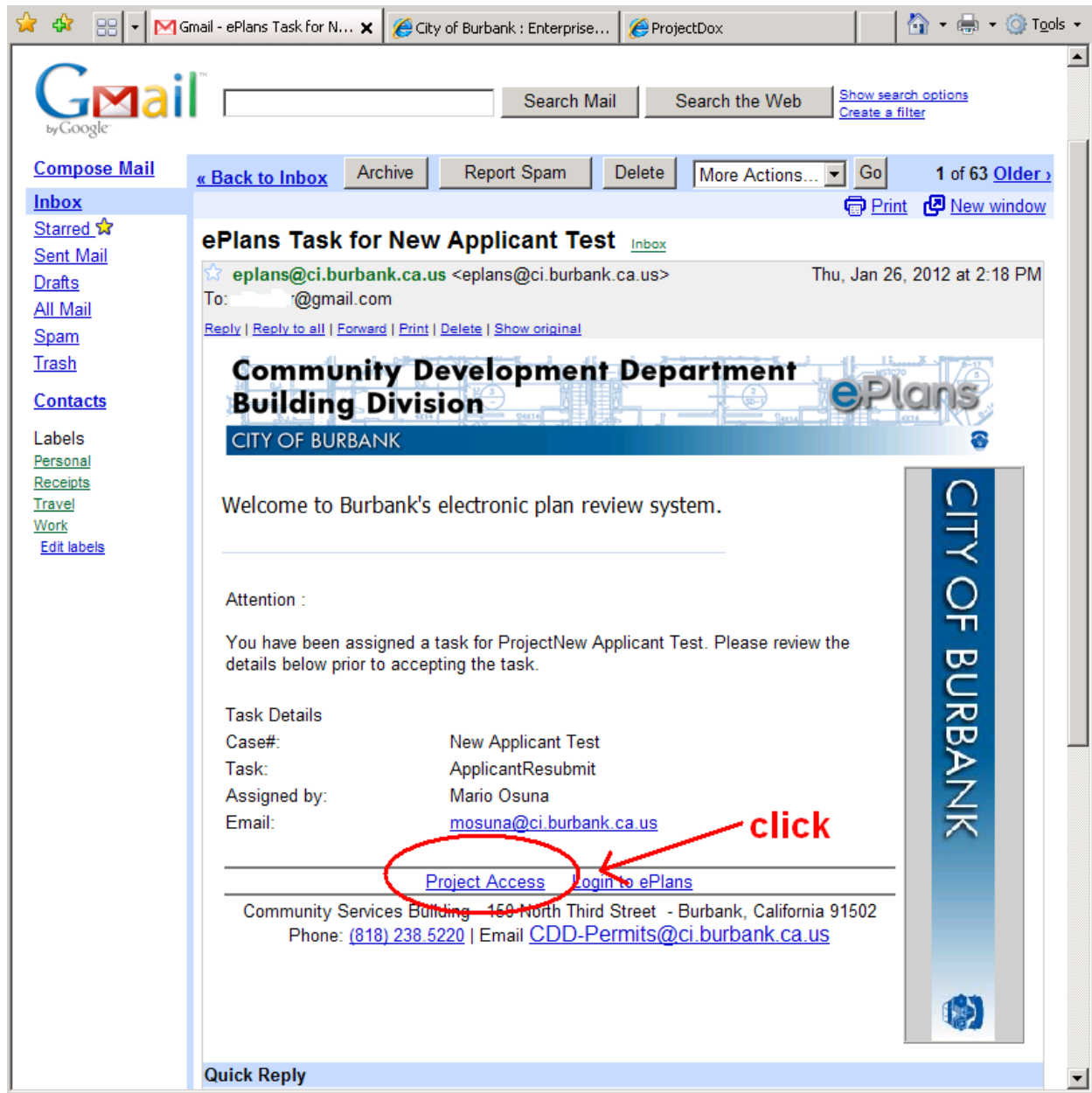
File Name	Thumbnail	Date/Time	Size
1-1.3.12.pdf		1/26/2012 11:45:39 AM	518 KB
2-1.3.12.pdf		1/26/2012 11:45:39 AM	312 KB
3-1.3.12.pdf		1/26/2012 11:45:39 AM	99 KB
A1-1.3.12.pdf		1/26/2012 11:45:39 AM	235 KB
A2-1.3.12.pdf		1/26/2012 11:45:39 AM	153 KB

Project Info Reports

Project Name:	New Applicant Test
Description:	mandatory
Project Image:	No image exists
Location:	
Contact:	
Contact's Email:	
Phone:	
Cell Phone:	
Pager:	
Project Owner:	Mario Osuna
Owner's Email:	
Project Admins:	
Status:	
Status Info:	
Project Start/End:	
Pass-Through:	
Incoming Files:	Fax: Email: 161@ProjectDox.YourCompanyDomain.com
Versioning:	Enabled for this project

plans have been uploaded successfully

Step 12. Once you receive the notification email confirming the first plan review is complete, click on the “Project Access” link.



Step 13. Log in by entering your email address and the new password that you selected in Step 2.

CITY OF BURBANK

CITY OF BURBANK
INCORPORATED 1911

new password

Enter your e-mail address and password to continue

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E-mail:


Password:

[Login](#) [Forgot your password?](#)

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[Install ProjectDox Components](#)

To create a desktop shortcut, click and drag the icon below to your desktop.



[Click here](#) to add ProjectDox to your Favorites.

Step 14. Click on the “Submitted Plans” link.

The screenshot shows the ProjectDox interface for the City of Burbank. The main header displays the ProjectDox logo and the City of Burbank name. Below the header, there's a navigation bar with links like Back, Forward, Projects, Profile, Workflow Portals, Info, Notes, and Email. The main content area is titled 'New Applicant Test' and shows a list of folders: 'Submitted Plans' (14 Files - 14 New) and 'Supporting Documents'. The 'Submitted Plans' folder is highlighted with a red circle, and a red arrow points to it with the text 'click on submitted plans folder'. On the right side, there's a 'Project Info' tab with a table of project details.

Project Info	
Project Name:	New Applicant Test
Description:	mandatory
Project Image:	No image exists
Location:	
Contact:	
Contact's Email:	
Phone:	
Cell Phone:	
Pager:	
Project Owner:	Mario Osuna
Owner's Email:	mosuna@ci.burbank.ca.us
Project Admins:	Mario Osuna
Status:	PC Assigned
Status Info:	
Project Start/End:	Start: 1/25/2012 3:45:55 PM End:
Pass-Through:	
Incoming Files:	Fax: Email: 161@ProjectDox.YourCompanyDomain.com
Versioning:	Enabled for this project

Step 15. Scroll through the thumbnail list of plans. Plans that have been marked with corrections will have a red pencil/exclamation mark icon underneath them. Click on the red pencil/exclamation mark icons to view the corrections.

ProjectDox CITY OF BURBANK

New Applicant Test [Back] [Forward] [Projects] [Profile] [Logout]

Main Contact: [Workflow Portals] [Info] [Notes] [Email]

Folder: [New Applicant Test/Submitted Plans](#) (14 Files - 14 mandatory)

View Folders Upload Files

Current Sort: - Select -

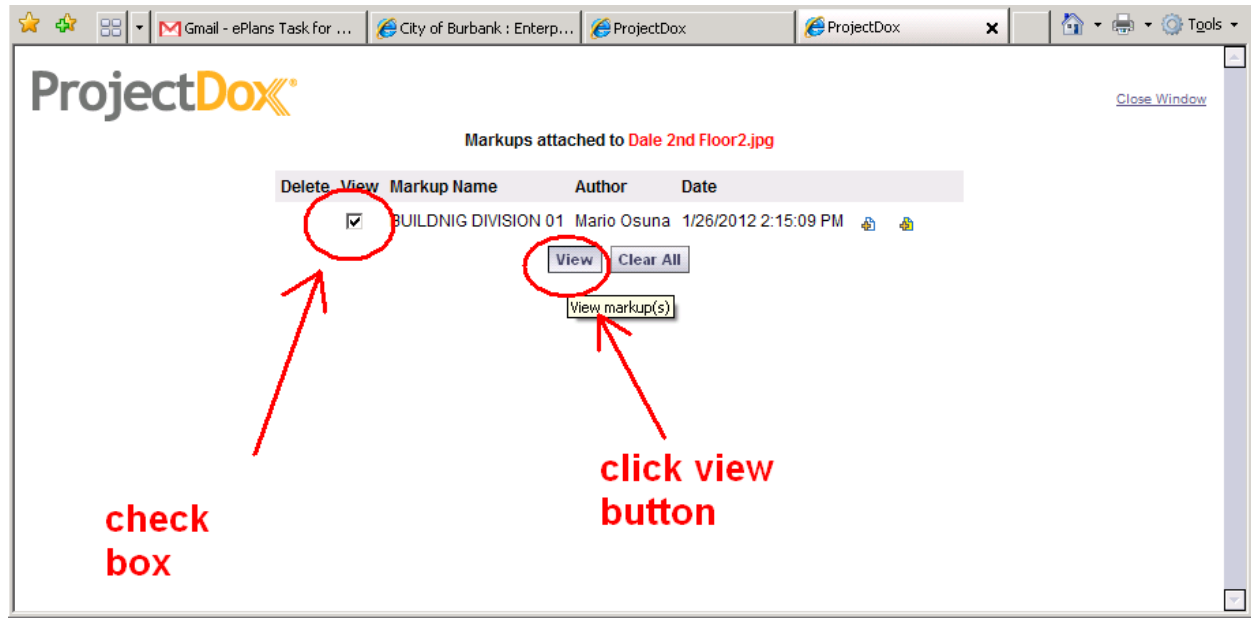
Thumbnail	Filename	Date/Time	Size	Icons
	A5-1.3.12.pdf	1/26/2012 11:45:39 AM	69 KB	[Download] [Upload] [Delete]
	A6-1.3.12.pdf	1/26/2012 11:45:40 AM	155 KB	[Download] [Upload] [Delete]
	A7-1.3.12.pdf	1/26/2012 11:45:40 AM	124 KB	[Download] [Upload] [Delete]
	A8-1.3.12.pdf	1/26/2012 11:45:40 AM	94 KB	[Download] [Upload] [Delete]
	Dale 2nd Floor2.jpg	1/26/2012 2:12:03 PM	85 KB	[Download] [Upload] [Delete] [Red Mark Icon]
	E1-1.3.12.pdf	1/26/2012 11:45:40 AM	187 KB	[Download] [Upload] [Delete]
	E2-1.3.12.pdf	1/26/2012 11:45:40 AM	5.4 MB	[Download] [Upload] [Delete]

Project Info **Reports**

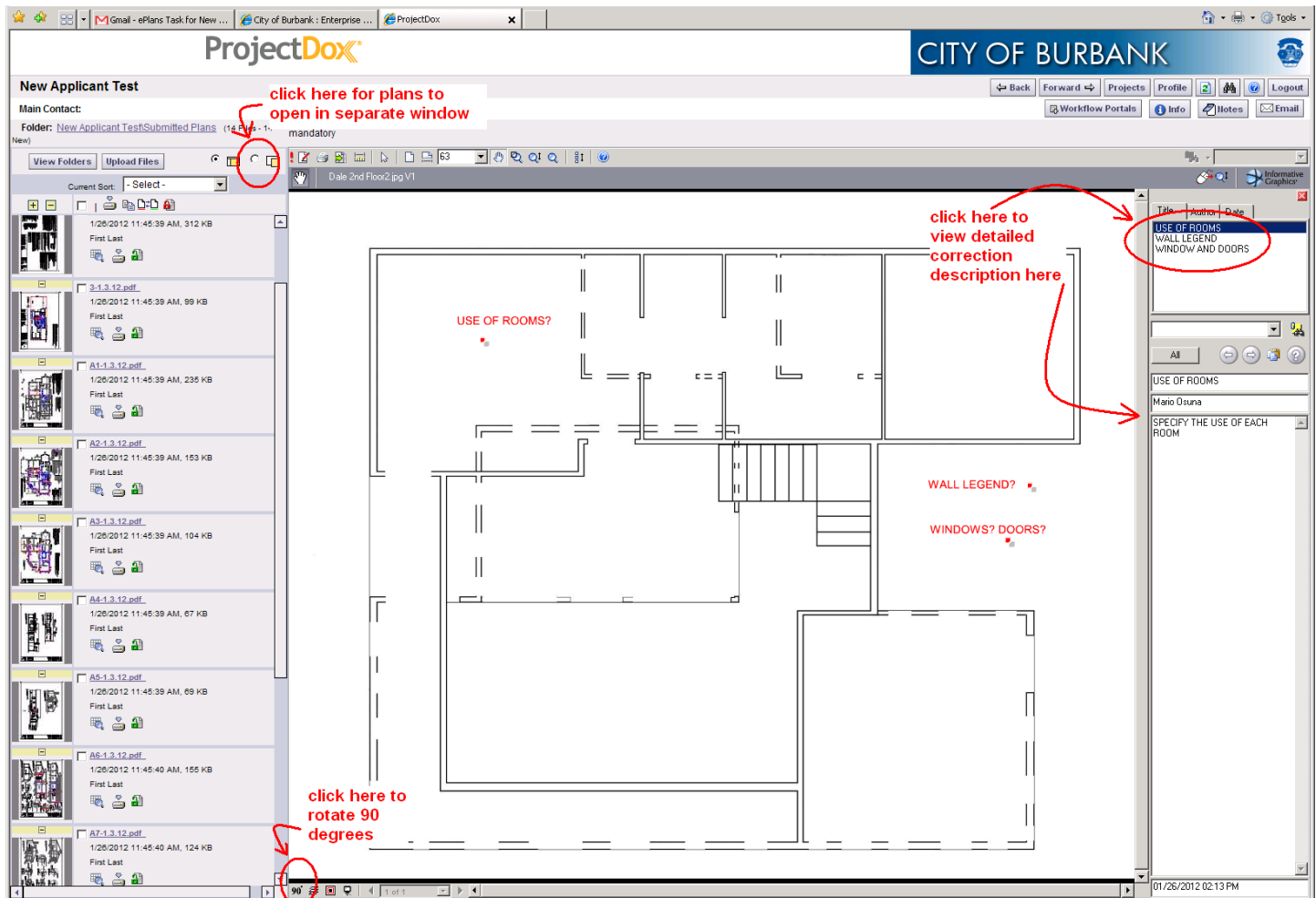
Project Name:	New Applicant Test
Description:	mandatory
Project Image:	No image exists
Location:	
Contact:	
Contact's Email:	
Phone:	
Cell Phone:	
Pager:	
Project Owner:	Mario Osuna
Owner's Email:	mosuna@ci.burbank.ca.us
Project Admins:	Mario Osuna
Status:	PC Assigned
Status Info:	
Project Start/End:	Start: 1/25/2012 3:45:55 PM End:
Pass-Through:	
Incoming Files:	Fax: Email: 161@ProjectDox.YourCompanyDomain.com
Versioning:	Enabled for this project

click on red mark icon to view corrections

Step 16. You will get a pop-up window showing a list of the correction markups made and by who they were made. Check the “View” box and click the “View” button for the corresponding correction markup you would like to view. You can view multiple correction markups simultaneously.



Step 17. You plan with markups will appear either in the viewing pane within your project's page or as a pop-up window. You can select which method you would view your plan's markups by clicking on either or the 2 options on the top left side. You can rotate drawings by clicking on the 90° icon on the bottom left side. To view a detailed description of each markup, click on the markup name on the top pane of the left column. A more detailed explanation of the markup will appear on the bottom pane of the left column.



Step 18. To view a checklist of conditions that have not been met, click on the “Applicant/Resubmit” link.

ProjectDox CITY OF BURBANK

Back Forward Projects Profile Logout Task List (PD Flow)

1 project(s) out of 1 for First Last (ucballer@gmail.com) Recent Projects All Projects Press Enter To Search:

Project	Options	Description	Owner	Status
New Applicant Test		mandatory	Mario Osuna	PC Assigned

to view checklist of pending requirements, click on link

Page 1 of 1 (1 items)

Project Name	Task	Attached To	Status	Created On	Updated On	Updated By
New Applicant Test	ApplicantResubmit	Applicant	Accepted	1/27/2012 1:10:28 PM	1/27/2012 1:23:39 PM	@gmail.com

Step 19. Click on the "Checklist Items" tab.

Community Development Department Building Division ePlans

Review Information | Permit Information | Contact Information | **Checklist Items (4)** | Routing Slip

Review Coordinator: Mario Osuna (mosuna@ci.burbank.ca.us)
Review Cycle: 2
Workflow/Activity Name: Building_Plan_Review_Workflow / ApplicantResubmit
Activity Instructions: Please review all sections of the eForm and drawing markups and resubmit the required information prior to completion of task.
Current User Logon: First Last (@gmail.com)
Plan Review Counter: 9 Day(s)
Plan Review Duration: 180 Day(s)

DEPARTMENT REVIEW - Review Cycle: 2

CYCLE	DEPARTMENT	REVIEWER	STATUS & NOTES
<input checked="" type="checkbox"/>	2	CDD-BUILDING	MARIO OSUNA MOSUNA@CI.BURBANK.CA.US PC w/Corrections VIEW CHECKLIST <input type="checkbox"/> PLAN REVIEW AND/OR ASSIGNMENT COMPLETE

Task Instructions

- ☐ I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window.
- ☐ I have addressed all of the items in the File Markups below that were identified during the Plan Review.
- ☐ I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files.

Hourly Reviews

[Notify Applicant](#)

Step 20. You will see a list of requirement, their status, and the author of the requirement. You can close the this window once you are done reading the list.

City of Burbank - Building...

Community Development Department Building Division

Review Information
Permit Information
Contact Information
Checklist Items (4)
Routing Slip

Cycle	ID	Group	Comment Text	Status	Updated	Update
1	BLD.01	CDD-Building	INDICATE ON COVER SHEET: Name, address and phone number of person preparing plans, index of drawings with a scope of work, and tabulations, including construction type, occupancy, building areas, building height, number of stories, parking requirements, etc.	NotMet	Mario Osuna	1/26/2012 2:17:09 PM
1	BLD.02	CDD-Building	INDICATE ON COVER SHEET: All construction shall comply with the 2010 edition of the CBC, CMC, CEC, and CPC, and the 2008 Building Energy Efficiency Standards as adopted and amended by the State of California in Title 24 and this jurisdiction.	NotMet	Mario Osuna	1/26/2012 2:17:06 PM
2	BLD.01	CDD-Building	INDICATE ON COVER SHEET: Name, address and phone number of person preparing plans, index of drawings with a scope of work, and tabulations, including construction type, occupancy, building areas, building height, number of stories, parking requirements, etc.	NotMet	Mario Osuna	1/27/2012 1:01:41 PM

Export to Excel

list of requirements still pending

DEPARTMENT REVIEW - Review Cycle: 2

CYCLE	DEPARTMENT	REVIEWER	STATUS & NOTES
2	CDD-BUILDING	MARIO OSUNA MOSUNA@CI.BURBANK.CA.US	<div>PC w/Corrections</div> <div>VIEW CHECKLIST</div> <div>PLAN REVIEW AND/OR ASSIGNMENT COMPLETE</div>

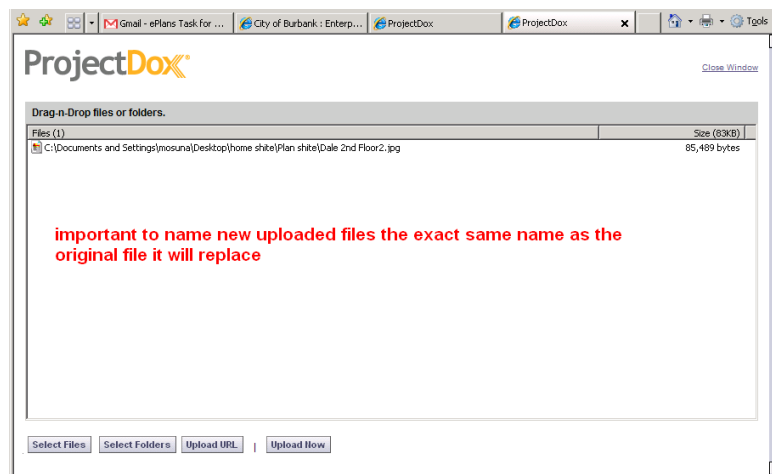
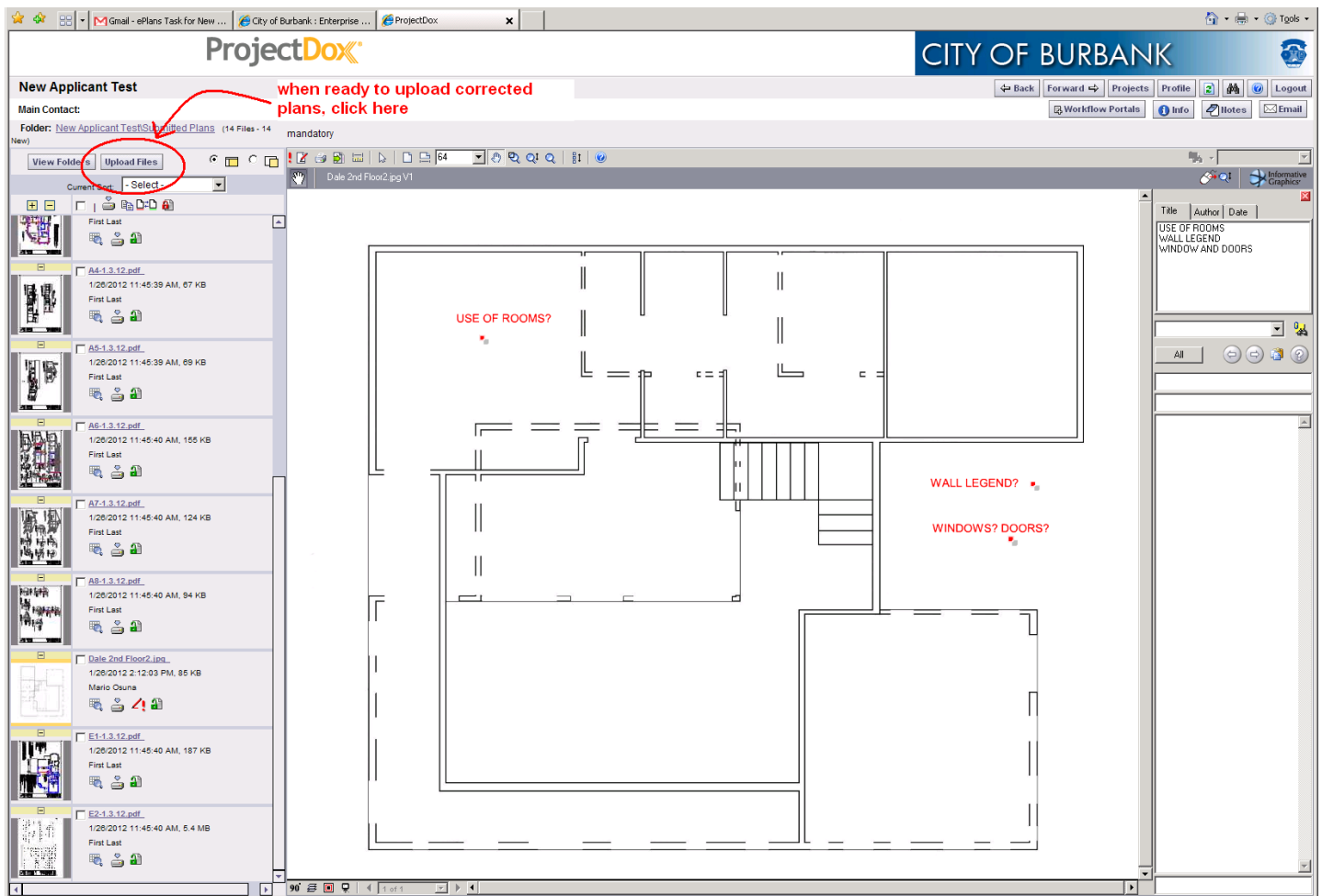
Task Instructions

☐ I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window.

☐ I have addressed all of the items in the File Markups below that were identified during the Plan Review.

☐ I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files.

Step 21. Once you have made the corrections to your drawings and are ready to resubmit new plans, click on the “Upload Files” button on the top left side. You will follow the same procedure to upload drawings as in Steps 7-9. **It is very important to name new plan files the exact same name as the original plan file it will be replacing. The system will automatically create a version 2 of that file, which will greatly reduce the time we can review your resubmittal.**



Step 22. New uploaded files with the same name as the original file will be versioned automatically and have a “V2” next the file name. This is optimal. When you are finished uploading your second submittal of plans, click on the “Projects” button.

ProjectDox CITY OF BURBANK

New Applicant Test

Main Contact:

Folder: New Applicant Test\Submitted Plans (14 Files - 15 mandatory)

View Folders Upload Files

Current Sort: Date (Newest First)

1/28/2012 4:48:34 PM, 85 KB Dale 2nd Floor2.jpg V2

1/28/2012 11:45:40 AM, 5.4 MB E2-1.3.12.pdf

1/28/2012 11:45:40 AM, 187 KB E1-1.3.12.pdf

1/28/2012 11:45:40 AM, 94 KB A8-1.3.12.pdf

Project Info Reports

Project Name: New Applicant Test

Description: mandatory

Project Image: No image exists

Location:

Contact:

Contact's Email:

Phone:

Cell Phone:

Pager:

Project Owner: Mario Osuna

Owner's Email: mosuna@ci.burbank.ca.us

Project Admins: Mario Osuna

Status: PC Assigned

Status Info:

Project Start/End: Start: 1/25/2012 3:45:55 PM | End:

Pass-Through:

Incoming Files: Fax: | Email: 161@ProjectDox.YourCompanyDomain.com

Versioning: Enabled for this project

click Projects button when done uploading new plan files

new uploaded files with same name as original file will be versioned automatically and have a "V2" next to the name

Step 23. When you are finished uploading your plan files for resubmittal, click on the “ApplicantResubmit” link at the bottom pane of your project’s page.

The screenshot shows the ProjectDox interface for the City of Burbank. The top navigation bar includes links for Back, Forward, Projects, Profile, and Logout. Below this, a search bar and tabs for Recent Projects and All Projects are visible. The main content area displays a table of projects. The first project is 'New Applicant Test' with a status of 'PC Assigned' and owner 'Mario Osuna'. Below the project list, there is a task list table. The first row of the task list shows the project 'New Applicant Test' with a task named 'ApplicantResubmit', which is circled in red. A red arrow points from the 'ApplicantResubmit' link to a red text box that reads: 'click when ready to resubmit, then click "okay" on pop up warning'. The bottom of the page shows pagination controls and a page count of 1 of 1 items.

Project	Options	Description	Owner	Status
New Applicant Test		mandatory	Mario Osuna	PC Assigned

Project Name	Task	Attached To	Status	Created On	Updated On	Updated By
New Applicant Test	ApplicantResubmit	Applicant	Pending	1/26/2012 2:18:06 PM	1/26/2012 2:18:06 PM	

Step 24. You will get a pop-up window. Check off the 3 boxes at bottom left of page and click “Complete” button to formally resubmit your second plan submittal. You are done with the second plan submittal process. You will wait for another email alerting you whether or not your plans are approved or if there will be a need for a third plan review resubmittal. If there is need for another resubmittal, you will follow the same procedure as for the second resubmittal.

Community Development Department Building Division

ePlans

Review Information | Permit Information | Contact Information | **Checklist Items (2)** | Routing Slip

Review Coordinator: Mario Osuna (mosuna@ci.burbank.ca.us)

Review Cycle: 1

Workflow/Activity Name: Building_Plan_Review_Workflow / ApplicantResubmit

Activity Instructions: Please review all sections of the eForm and drawing markups and resubmit the required information prior to completion of task.

Current User Logon: First Last (@gmail.com)

Plan Review Counter: 2 Day(s)

Plan Review Duration: 180 Day(s)

DEPARTMENT REVIEW - Review Cycle: 1

CYCLE	DEPARTMENT	REVIEWER	STATUS & NOTES
1	CDD-BUILDING	MARIO OSUNA MOSUNA@CI.BURBANK.CA.US	PC w/Corrections VIEW CHECKLIST <input type="checkbox"/> PLAN REVIEW AND/OR ASSIGNMENT COMPLETE

check-off 3 boxes

Task Instructions

- ☒ I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window.
- ☒ I have addressed all of the items in the File Markups below that were identified during the Plan Review.
- ☒ I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents with the SAME file name as the original files.

then click complete button

Complete | Save And Close

Email: Go